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PRELIMINARY

REPORT

OF

The Carnegie Library.



OTTAWA.

1906.

The Carnegie Library of Ottawa.

LIBRARY COMMITTEE, 1906

Alderman Napoleon Champagne, *Chairman*,
His Worship, the Mayor,
Alderman Alfred W. Desjardins,
Alderman Charles Hopewell,
Alderman E. J. Laverdure,
Alderman J. Harold Putman, B.A.,
Alderman S. Rosenthal,
Alderman Daniel Storey,
Alderman George H. Wilson,
John C. Glashan, Esq., LL.D.,
James F. White, Esq., LL.D.,
William J. Sykes, Esq., B.A.

SUB-COMMITTEES

Management Committee.

Alderman Putman,
Alderman Storey,
Alderman Laverdure,
Alderman Rosenthal,
James F. White,
John C. Glashan,
William J. Sykes.

Sub-Committee on English Books.

William J. Sykes,
James F. White,
Alderman Wilson,
Alderman Putman.

Sub-Committee on French Books.

Alderman Champagne,
Alderman Rosenthal,
John C. Glashan,
Alderman Laverdure,
Alderman Desjardins.

Sub-Committee on Periodicals.

Alderman Wilson,
Alderman Laverdure,
Alderman Putman.

NOTE :—The Chairman of the Library Committee and His Worship the Mayor,
are *ex-officio* members of all Sub-Committees.

LIBRARY STAFF

Librarian.

Lawrence J. Burpee.

Cataloguer.

Miss Ruby Rohwell.

Reference Assistant.

Adelard E. Proulx.

Circulating Department.

Miss Barbara McDonald,

Miss Mary G. Lynch.

To the Chairman, Library Committee.

In view of the fact that the Public Library building is now practically completed, and will be formally opened within the next few months, it seemed desirable to have prepared a Preliminary Report, embodying a history of the Public Library project up to the end of the year 1905, with such other particulars as might prove useful or interesting. I was accordingly authorized, at the last meeting of the Library Committee of 1905, to prepare such a Report, for submission to the Committee of 1906 at its first meeting. The Report is submitted herewith. Through the courtesy of Dr. Otto J. Klotz, who has been associated with the project from its earliest beginnings, and without whose enthusiasm the Public Library would probably still be a thing of the future, I am enabled to embody in this Report a sketch of the history of the movement from its inception. Dr. Klotz's paper will be found in Appendix A.

LAWRENCE J. BURPEE,
Librarian.

City Hall, Ottawa,
15th January, 1906.

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Report of the Librarian.

Immediately upon his appointment, on the 1st of April, 1905, the Librarian, having secured temporary quarters in the City Hall, began the organization of the work, under the directions of the Library Committee.

SELECTING AND PURCHASING BOOKS.

A Sub-Committee on Books having been appointed, to act in conjunction with the Librarian, it was decided to devote \$3,500 of the available appropriation of \$15,000 to the purchase of French books, the balance to English books.

Tenders were invited from local and outside firms for the supply of the English books, and the Library Supply Company of Toronto, having offered more substantial discounts than any of the other competing firms, and having satisfied the Committee as to their reliability, were appointed Purchasing Agents for the Library, so far as English books were concerned. Other arrangements were contemplated for the purchase of the French books, but up to the present time nothing has been done in this direction.

The Librarian was then instructed to prepare lists of English and French books, within the available appropriation. These lists were prepared with the utmost care, so as to provide as far as the very limited funds at the disposal of the Committee would allow, a collection of books which would meet the needs of every class of readers in the community. The lists were classified under such general divisions as : General Works, including encyclopaedias, bibliographies, etc. ; Philosophy ; Religion ; Sociology ; the Natural Sciences ; the Useful Arts ; History ; Biography ; the Fine Arts, including art, sculpture, landscape gardening, architecture, photography, music, etc. ; Literature ; and Fiction. Each of these general classes was subdivided, care being taken to make the collection as well-balanced as possible, and to select the best available works on every subject. Particular attention was devoted to the section of Useful Arts, so as to secure as many as possible of the most useful and authoritative works on industrial subjects ; the selection covering such subjects as the various branches of engineering, mechanical, electrical, sanitary, hydraulic, mining, etc., agriculture, domestic economy, printing, book-keeping, the mechanic trades, carpentering, building, etc.

The list having been completed, was submitted to the Committee, and approved. A copy of the English Lists, to be used as an order list, was forwarded to our purchasing agents. The books were ordered by them from the various publishers, English, American and Canadian, and a large proportion of them are now in Ottawa, ready to be unpacked and catalogued as soon as the Library building is ready to receive them.

It is only just to the Library Supply Company to say that they have not only lived up to their agreement in every respect, but have given us in many cases even better rates than they promised.

THE BOOK FUND.

It must be evident to the members of the Committee that the appropriation available for purchasing English and French books—\$15,000.00 in all—is quite inadequate. It has been extremely difficult to select what seemed to be the most necessary books, without running over the appropriation. When it is remembered that the whole field of knowledge had to be covered, in some fashion, and that many of the indispensable works, including encyclopædias and other works of reference, are very expensive, the difficulties of the task will be appreciated. As a matter of fact, hundreds of books that should be on our shelves at the very beginning—books that will inevitably be asked for—had to be put aside, for lack of funds.

It may be pointed out that the town of Hamilton, whose population at the time their public library was established was about half the present population of Ottawa, set aside \$30,000.00 for the first lot of books. The Hamilton Library Committee has just struck the estimates for 1906 the amount appropriated for maintaining the Library being \$17,290.00. Toronto appropriated about \$30,000.00 for the circulating department alone, and has spent several hundred thousand dollars on books since. Winnipeg has voted \$100,000.00 for books for their new library, although they were given only \$50,000 for their building. They appreciate the fact that the books—not the building—make the library.

It is earnestly recommended that the initial appropriation should be supplemented by an annual vote of, say, \$5,000.00 for the purchase of books, and that this book fund should be kept quite distinct from the amount available for running the Library. If it is intended to build up such a collection of books as will meet the needs of this growing community, an annual appropriation of \$5,000.00 is none too much.

FURNITURE AND FITTINGS.

A Sub-Committee having been appointed to purchase the necessary furniture and technical equipment for the Library, a list of what was required was prepared, and tenders called therefor. The ten-

ders upon examination proved to be so hopelessly confused that it was finally decided that a Sub-Committee, acting in conjunction with the Librarian, should be authorized to purchase what was required, from the several tenders, to the best advantage. This was accordingly done, and the furniture is ready to be put in place whenever the building is completed

THE LIBRARY STAFF.

The Librarian having been authorized to appoint such assistants as would be required to administer the Library, sent notices to each of some two hundred applicants whose applications were on file, that an examination would be held to test their qualifications for the work. Of the original applicants, only about sixty replied; and of these, forty actually attended the examination, which was held in one of the class-rooms of the Normal School. In this examination, one did conspicuously well, getting over 95 per cent.; several others stood between 60 and 80 per cent.; about a dozen altogether got over 50 per cent. On the results of this examination, the selection of the assistants has been based. A copy of the examination paper will be found in Appendix F.

The only appointment that has actually been made is that of the cataloguer—Miss Ruby Rothwell.* Special qualifications being required in this position, Miss Rothwell took a course, at her own expense, at the Chautauqua Library School, obtained a certificate of competency, and followed this by a course of practical cataloguing in one of the Pennsylvania Libraries. She was appointed cataloguer of the Public Library on the 1st of November, 1905, and has since been employed in the preliminary work of cataloguing.

Although the Librarian was authorized to make the appointments to his staff, he was given no latitude as to what it should consist of. By a recommendation of the Library Committee of 1905, subsequently approved by Council, it was provided that the staff should consist, in addition to the Librarian, of an assistant librarian, a cataloguer and three assistants for the circulating department.

When this schedule was in preparation, it was pointed out by the Librarian that an Assistant Librarian was not necessary, for the present at any rate, and that on the other hand three assistants would

* The other assistants have been appointed since this report was prepared.

be quite inadequate to perform the many duties which would necessarily come under their charge, especially if, as had been decided, the Public Library was to be open in the evening.

These three assistants would have to look after the circulating or lending department, from say 9.00 a.m. to 9 p.m. charge the books as they went out or came in, perform a lot of other duties incidental to the delivery desk, and fetch and return the books themselves from and to the stack-room. Even if they could do all this, we are left with no one to look after the Reference Department, the Children's Department, the Reading Room and the Newspaper Room. The last might perhaps be attended to by the caretaker, though he will have plenty to do in looking after the building, attending to the furnace and the grounds, and many other incidental duties.

With regard to an Assistant Librarian, it may be pointed out that such an officer is only appointed in Public Libraries enjoying an income far in excess of ours, and where the duties of supervision are so wide and intricate that the Librarian cannot perform them unassisted. It has been understood that the Assistant Librarian in this Library is to be a French Canadian. This is of course a matter of policy, that rests entirely with your Committee, but no doubt the Committee recognizes the justice of the principle that in a city of this nature, the French element of the population should be fairly represented on the staff. It would seem, however, to be quite possible to recognize this principle, without using it to cover an unnecessary appointment, especially when we so urgently need more junior assistants than the schedule provides. It would be quite possible to provide that, say, two of the assistants should be French-Canadian, and the amount required to pay for an Assistant Librarian, would more than supply two capable junior assistants.

The following schedule embodies the staff as at present provided for, and an alternative plan, which it is submitted would furnish a much more effective staff, at actually less cost than the original plan.*

If the Committee should see fit to adopt the alternative plan, we would be able to open the Library with a fairly adequate staff. The two regular assistants at the Delivery Desk could be relieved from time to time by the assistants in charge of other departments; and for the small amount provided, \$100, we could secure a young boy or girl to look after the stack-room, and carry the books to and from the delivery desk

* The present Library Committee (1906) has adopted a new Staff Schedule, providing for a Librarian, Cataloguer, Assistant for Reference Department, and two Assistants for the Circulating Department.

STAFF SCHEDULE.

<i>First Plan.</i>		<i>Alternative Plan.</i>	
Librarian	\$1,300	Librarian	\$1,300
Cataloguer	600	Cataloguer	600
Asst. Librarian	800	Reference Assistant	500
3 Assistants at \$300	900	Children's Assistant	300
Caretaker	600	Two at Delivery Desk ..	600
		Reading Room Asst.	250
		Stack Room Asst.	100
		Caretaker	600
<hr/>		<hr/>	
\$4,200		\$4,150	

CO-OPERATION WITH THE SCHOOLS.

Shortly after active work had begun in the organization of the Public Library, the Committee was approached by representatives of the Public and Separate School Boards with a request that some workable plan might be devised which would bring the resources of the Library within reach of the teachers and pupils of the various city schools. The representatives of the School Boards were informed that the matter would be taken up upon the completion of the Library building, with other questions of a like nature.

There can be no question as to the importance of co-operation between the Public Library and the Public Schools (the latter of course including Separate Schools). With the possible exception of the relations between the Library and the members of the various trades and industries, there is probably no other direction in which the Public Library can do more absolute good than in co-operating to the fullest possible extent in the educational work of the city schools.

The direction and extent of this co operation must, of course, depend largely upon the funds at the disposal of the Library Committee. In many of the English towns, and to a still larger extent in towns of the United States, elaborate schemes of co operation have been developed, which have been found of so great service that the movement is spreading rapidly throughout both the United Kingdom and the United States.

This co-operation is made effective both in the Library, and also in the schools. In the Library a Children's Department is maintained, equipped with as complete a collection of children's books as funds will permit. This collection includes reference books specially prepared for the use of young readers, histories, biographies, books of science,

all for children, and juvenile fiction. On the reading tables are kept "St. Nicholas," the "Boys Own Paper," the "Youth's Companion" and other juvenile periodicals. Natural history collections are kept in special cabinets, for consultation in connection with the courses of Nature Study in the schools. Portraits of famous men and women, photographs or prints of historical events, of the world's great buildings, of scenes typical of various countries, are collected and classified, mounted on cards, and kept in drawers for reference purposes. In these and many other ways the intellectual needs of boys and girls are met in the Public Library. These are of course for comparatively young children. The older boys and girls attending high schools and other intermediate educational institutions, are given the privileges of the general library collections. They are instructed in the use of the card catalogues, told how to find what they want in the various books of reference, and the resources of the Library on any special subjects that they may be studying in their classes are brought to their attention by means of Bulletins and Reading Lists, pasted on Bulletin Boards in the Library, or printed in the daily newspapers.

All this is done in the Library itself. But these progressive English and American Libraries go farther. They purchase extra copies of books that are likely to be of interest or helpfulness to school children, arrange them in the form of small circulating libraries, and send them out to the schools. Here they are placed in bookcases, and either used in the classes or lent to the children for home reading, the school teacher in each case acting as a branch librarian for his own class. These small libraries are left for a sufficient time in each class, and then moved on to the same class in another school, eventually going the rounds of all the schools. The several collections are carefully selected, classified, and graded to meet the requirements of the different school classes.

We are fortunate, in this Public Library, in starting with ample facilities for co-operating with the schools, so far at least as the building is concerned. We have a large and well-lighted Children's Room, which will be equipped with reading tables, shelves for the juvenile books, and special cabinets for Nature Study collections, photographs, etc. The lists of books that are now being purchased include as complete a collection of children's literature as our limited funds would permit. Before, however, we can attempt to carry out any adequate scheme of circulating libraries for the schools, it will be necessary to secure more ample funds. And here it would seem to be reasonable to look to the Public and Separate School Boards—in view of the direct benefit to the children under their charge—to share with the Library Board the expense of providing the necessary books to make up the circulating libraries, and of carrying them from the Library to the various schools, as well as from one school to another.

CO-OPERATION WITH LOCAL SOCIETIES AND CLUBS.

This is another direction in which the usefulness and value of the Public Library to the community may be increased. There are in Ottawa, as in other cities, a number of literary, scientific, historical, philanthropic, and other societies, as well as reading circles, art clubs, and other associations of a similar nature. A few of these have libraries of their own, but none are very extensive. The Public Library should be prepared at all times to meet their special requirements, either in the way of filling the wants of individual members, or preparing lists of books, magazine articles, etc., in the Library, upon any particular subject.

Similarly, the Library should be in a position to co-operate with those who are organizing popular courses of lectures, such as those of the Literary and Scientific Society, and of the May Court Club, by preparing for the use of those who may be attending these lectures, lists of the material in the Public Library on the subject-matter of each lecture. These lists could be made available some time in advance of each lecture, and it might even be possible to place the books included in the list on a special shelf in the reference room, where they could be conveniently consulted by anyone interested.

CO-OPERATION WITH THE TRADES UNIONS.

As the Public Library should co-operate with the Schools, and with the various local societies whose object is the moral or intellectual uplifting of their members, so should the Public Library co-operate to the fullest possible extent with the Trades Unions. As the object of these is mutual protection and the improvement of the material position of its members, so the object of the Public Library should be to bring all its resources within reach of the artisan, the workman, the man who is engaged in any local trade or industry, and help him to educate himself or increase his knowledge of the particular trade which he has adopted.

As has already been said, the lists adopted by the Committee include a very large proportion of industrial books, very carefully selected, and covering as far as possible every trade and industry to be found in this city. These books will be placed upon the shelves of the Public Library. They are the property of the citizens of Ottawa, and every possible effort will be made by the staff of the Library to make them available to those who have need of them.

Another means of making the Public Library of service to the artisan is by placing in the Periodical Room as many as possible of the best trade papers, Canadian, American, English and French. As

the funds for purchasing periodicals, including both magazines and newspapers, must apparently come out of the very inadequate annual income of the Library, it may not be possible to provide at first more than a selection of the most essential trade periodicals, but it is earnestly to be hoped that, as soon as the Library is equipped with a more generous income, one in keeping with the importance of the work it has to do in this large community, the racks in the Reading or Periodical Room will hold every trade periodical that would be of service to the workmen of Ottawa.

SPECIAL COLLECTIONS.

It is neither possible, nor perhaps is it even desirable, that a Public Library should attempt to place upon its shelves anything like a comprehensive collection of legal works, medical books, theological works, or military works. Yet the lawyers, the doctors, the clergymen, and the military men of Ottawa have a right to expect that their reasonable needs be met in the Public Library, and requests have already been received from professional men that something should be done to meet these requirements.

It has been proposed, on behalf of some of the medical men, that the local medical societies might hand over to the Public Library such of their books and bound periodicals as would be of general service to the members of the profession, and that these might be supplemented from time to time, out of Library funds, by such books as, coming under the general heading of Medical Works, would be of value to the people at large, as well as to members of the medical profession. Something in this direction has in fact already been done, the lists for purchase including a number of works on physiology, hygiene, public health, physical training and allied subjects.

A similar request was presented on behalf of the officers and men of the local military corps. A few general works on military science had already been ordered, and it is expected that the local corps will supplement these from time to time by such works as may be of particular usefulness to themselves. The Minister of Militia has very kindly promised to co-operate by handing over to the Public Library such military text-books and other works of a military nature as can be spared from the departmental library. The War Department at Washington has presented the Library with a number of valuable military publications; and we are also indebted to the adjutants-general of several of the States for similar favors. The Royal United Service Institution in England has placed this Library on the complimentary mailing list of their monthly "Journal"; and several of the Canadian Rifle Associations are sending us their annual reports or other publications.

DUPLICATE SYSTEM.

One of the most difficult problems that confronts the Committee and Librarian of a Public Library is how to meet the always large demand for current fiction, without unduly drawing upon the book fund. It must, of course, be a recognized principle that the primary object of a Public Library is not to supply the public with light fiction. If that were so, it would hardly be possible to justify its existence. The Public Library should be first and always an educational institution, designed to supplement the work of the public schools, and help those who have failed to secure a higher education, or who are anxious to increase their knowledge in any particular direction.

It is not possible, however, nor can it be said to be even desirable, that wholesome fiction should be excluded from the shelves. Any clean and entertaining novel may properly be provided for those who use the Library. The difficulty is in providing a sufficient number of new and popular novels to fill the demand, and it is just to meet this difficulty that the so-called Duplicate System has been devised.

The principle of the Duplicate System is this :—
A Public Library provides one, two, or three copies of a new novel—according to its ability to purchase. These copies are in the regular collection, and are available to anyone who wants them. They do not, however, begin to meet the demand on all sides for a new popular novel. Here the Duplicate System comes in. The Library purchases say ten additional copies of the novel in question. These are placed on special shelves, and loaned for any period at, say, one cent a day. The result is that a borrower coming to the Library asks for a certain novel; if one of the regular copies is in, he gets it without charge; if it is not in, he has the option of taking any other book from the regular collection, or if he is anxious enough to have this particular novel to pay one cent a day for it, he takes it from the Duplicate collection.

The system has now been in operation in a number of the leading public libraries of the United States for several years, and has been found to work admirably. It meets the needs of those who are in a hurry to read a new novel; while at the same time it relieves the Library from the unjustifiable expense of purchasing a large number of copies of a novel which is very popular to-day, but which within a year may be forgotten. It has been found that, at the charge of one cent a day, a duplicate collection of one hundred or more different popular novels can be made self-sustaining, entailing eventually no expense whatever upon the book appropriation of the Public Library. It is recommended that this system be adopted, experimentally at any event, in this Library.

THE LIBRARY BUILDING.

It is gratifying to know that, though we have had to wait so long for our library building, it is one of which the city may well feel proud. It is not only a fine piece of architecture from every point of view, but it is admirably adapted to the special purposes for which it was designed.

Entering the building from Metcalfe street, one finds oneself in a spacious hall, lighted from above and from a large stained-glass window over the main entrance. The floor is mosaic, and the walls are marble to a height of several feet from the floor. A marble staircase leads upward to the second floor, and another down to the basement.

Large, well-lighted rooms occupy what may be called the right and left wings of the main floor; one will be utilized as a General Reading Room, or Periodical Room; the other as the Children's Department. At the back of the main hall the delivery desk has been placed, where books will be obtained from the attendants, either for use in the Library, or for home reading.

Behind the Delivery Desk, a door leads into the Stack-Room, which is an extension of the main building, and has been specially fire-proofed for the protection of the many valuable books that will be stored there.

The Stack-Room has been designed to accommodate, eventually, a library of one hundred thousand volumes or thereabouts, shelved on steel book-stacks. There will be three stories or tiers of these stacks, with a glass floor between each, but at present only the ground stack has been put in, which it is estimated will hold in the neighborhood of thirty thousand volumes.

An iron staircase leads from the Stack-Room to an Unpacking Room in the basement. A separate entrance from the outside, leads into the Unpacking Room, and the books will be received here, unpacked, stamped, labelled, etc., and sent upstairs to be entered in the accession book, classified and catalogued. A lift is to be provided to carry the books from the Unpacking Room to the Stack-Room.

A doorway from the Unpacking Room leads into another small room, which may be utilized for binding and repairing books, and for storing duplicate volumes.

The Unpacking Room and Bindery are entirely cut off from the main basement, being entered only from outside or from the Stack-Room.

The Librarian's office is situated on the main floor, convenient to the Delivery Desk and the Stack Room. A private staircase leads up from the Librarian's Office to the Board Room on the second floor.

The Cataloguing Room is on the opposite side of the main hall, and is also conveniently situated to the Stack-Room.

Two small rooms have been provided, one on either side of the main entrance, one of which may be utilized as a Reception Room or Cloak Room, and the other as a Study Room.

On the Second Floor, the large rooms corresponding to the Reading Room and the Children's Department on the main floor, will be utilized, one as the Reference Department, and the other as a small Lecture Hall. The latter is provided with a dressing room and lavatory.

The Board Room is situated next to the Lecture Hall, and communicates, as already mentioned, with the Librarian's Office below, by a private staircase.

On the opposite side of the hall is a room intended for the use of the staff, provided with a fire-place and lavatory. A fire-place has also been provided in the Board Room.

Two small rooms, over the two already mentioned on the main floor, may be utilized as Study Rooms, or one may be made available for the use of local societies.

Small study rooms have been found a very important feature of modern public libraries, being designed to meet the needs of those who are engaged in special research work of any nature. Such a student may take to one of these rooms all the books he may require on the subject he is investigating, and pursue his studies undisturbed.

Above the Second Floor there is a half-story, intended to be utilized as a Museum. In view of the presence in Ottawa of the comprehensive collections of the Museum of the Geological Survey, in all the natural sciences, it does not seem desirable to attempt in connection with the Public Library anything in the nature of a general museum of natural history. It would hardly be worth while going in this direction anywhere beyond a collection of flora, fauna and geological specimens to illustrate the natural history of the district immediately surrounding Ottawa, and we could probably rely upon the cordial co-operation of the authorities of the Geological Survey in getting together such a collection.

There is another direction, however, in which we might build up the Museum, to very practical advantage. This is, by getting together, classifying, and placing in cases in the Museum sets of exhibits illustrating different phases of our industrial development. For instance, we might place there a set of exhibits illustrating the pulp industry, from the raw material to the finished products; the same thing might be applied to book-making, and scores of other industries. Each exhibit would be accompanied by an explanatory card, with references to the books in the Library bearing on the subject; and the book catalogues would similarly contain references to the exhibits. By such a system of cross-references the practical value of the industrial works in the Library, and of the industrial exhibits in the Museum, could be increased a hundred-fold.

In the basement, a large, well-lighted room has been set apart for use as a Newspaper Room. It was thought preferable to put the Newspaper Room in the basement, where the noise of rustling papers would not disturb those who were reading or studying on the main floor. As a separate entrance leads from Metcalfe street direct to the basement, this arrangement is really more convenient than if the newspaper room were upstairs. A man may run in at any time, glance through the newspapers, and off again, without inconvenience to himself, and without disturbing those who are engaged in more serious work in the Library.

Another large room has been provided in the basement, but has not yet been assigned to any purpose. Quarters are also provided for the caretaker, and the remainder of the space is taken up by lavatories, furnace rooms, etc.

FURNITURE AND FITTINGS.

The delivery desk and the shelving and other fixtures in the various rooms having already been provided for, it was left to a special Sub Committee, as already explained, to purchase the furniture. The Sub-Committee, with the Librarian, visited the warehouses of the different firms and selected from each the items which were considered most suitable to the purpose, and which could be procured of the required quality, on the most reasonable terms. In this way it was believed that the Sub-Committee had succeeded in securing furniture which would not only prove substantial and adapted to the special needs of the Library, but would be in keeping with the handsome interior of the building. It was decided that all the furniture should be of oak, of a uniform finish.

A number of reading tables, each to accommodate six readers, have been provided for the reading room, reference department, newspaper room and children's department. The chair selected for

all these rooms is what is known as the imported Bentwood chair—very light, and very strong.

It would have been very desirable if provision could have been made, in wiring the building, for stand lamps on each reading table. experience in many public libraries having shown that these provide the most satisfactory light. This was not done, however, the plans providing only for drop and wall lights.

What may be called the technical furniture of the Public Library, was procured from the Office Specialty Company and the Library Bureau of Canada. This includes special cases and cabinets for periodicals, maps, atlases, art works, etc., wall-racks for large maps, newspaper racks, book-truck, bulletin-board, and many other minor accessories.

CARD CATALOGUE.

The key to any Library, public or private, is its catalogue, and it has long been recognized that any expense is justifiable that tends to increase the efficiency of this vital accessory. In purchasing the furniture and fittings, therefore, the Sub-Committee selected catalogue cabinets of the best quality. It is now equally important that the cards to be placed in these cabinets should be of the best procurable quality, perfectly cut, of uniform size, and of sufficient weight to stand constant use in the library.

The Librarian has availed himself of the opportunity to procure from the Library of Congress, at Washington, printed catalogue cards for a number of the books already purchased for the Public Library. These cards are supplied at a purely nominal price—about a cent apiece—and are being obtained by most of the public libraries in the United States, as well as by several Canadian libraries. By procuring them we shall be in a position to open the Library to the public at a considerably earlier date than would otherwise have been possible.

The moment we can get into the building, the work of preparing the books for the shelves will be pushed with the utmost possible despatch. It will, however, even with the relief afforded by the printed cards from Washington, take a considerable time to get the books and the catalogue in shape for the use of the public. The books now being purchased will probably run to nearly ten thousand volumes. The most expert cataloguers can only catalogue twenty or thirty books a day, if the work is done properly.

The effectiveness of the card catalogue of course depends absolutely upon its accuracy. In no other department of Library work is more care required. A mistake in cataloguing one important

work may throw scores of readers astray. On the other hand, a work, catalogued by one thoroughly familiar with the requirements, so as to bring out clearly and distinctly the subject or subjects of which it treats, may be of very great service to the public. It is no exaggeration to say that the difference between careful and careless cataloguing of the material in a Public Library may mean a gain or loss of hundreds or even thousands of dollars to the community, individually if not collectively. Books are constantly being published, especially on industrial subjects, covering a number of more less distinct topics. An inefficient cataloguer will not know enough to put clear references to all this material into the card catalogue. A capable cataloguer will. The presence or absence of such a reference to some particular article, may mean a distinct pecuniary gain or loss to the man who is looking for such information, and needs it in a hurry.

Appended to this Report will be found, in addition to the documents already mentioned, a Financial Statement up to the end of the year 1905; a list of the Library Committees for the years 1902, 1903, 1904 and 1905; and a list of gifts, consisting of books, pamphlets, and periodicals, received up to the 31st, December, 1905.

In connection with the latter, it seems fitting to mention particularly the indebtedness of the Public Library to The Controller of His Majesty's Stationery Office in London, who has very kindly promised to send us a large number of valuable historical memoirs and reports issued by the Public Record Office and other departments of the Imperial Government; and to Sir Gilbert Parker, M.P., who was instrumental in securing these volumes for the Library. We are also indebted to the Dominion Government, and to the Government of Ontario, for their courtesy in placing this Library on the free mailing list for all official publications; to the Acting Director of the Geological Survey of Canada for the Reports and Maps issued by that Department; to the Geographer for maps issued by his branch of the Interior Department; to the Commissioner of the Census for a set of the Censuses of Canada; to the Deputy Minister of Labour for a set of the "Labour Gazette"; and to the Dominion Archivist, for sets of the Archives Report, in English and French. We are indebted to several departments of the United States Government for sets of their publications, notably the Department of Agriculture, the Department of Commerce and Labor, the War Department, the Interior Department, and the Library of Congress. Also the State Library of Albany, Boston Public Library, New York Public Library, Harvard University, Columbia University, the University of Chicago, the University of Missouri, and the John Crerar Library, Chicago, for many valuable publications of these institutions.

APPENDIX A.

Dr. Otto J. Klotz's History of the Public Library Project.

APPENDIX B.

The Carnegie Library Act, 1902.

APPENDIX C.

List of Library Committees, 1902-1905.

APPENDIX D.

Financial Statement.

APPENDIX E.

List of Donors of Books, &c.

APPENDIX F.

Examination paper for Library Assistants.

APPENDIX A. THE PUBLIC LIBRARY.

The first definite public step taken for founding a Free Public Library was that of the Ottawa women in the early part of 1895.

In all great public undertakings it is essential that the people be thoroughly informed on the subject to be submitted to them for approval and ratification. To attain this end, the Committee of the Ottawa women who interested themselves in the Library movement, obtained not only the co-operation of the *Evening Journal*, but the proprietor generously placed the paper for a "Women's Issue" wholly at the disposal of and in the hands of the women, including all revenues for advertisements, besides sale of paper. The following were the principal officers of the staff :

Editor.....	Annie Howells Fréchette.
Managing Editor.....	Mary McKay Scott.
News Editor.....	Ellie Cronin.
City Editor.....	Roberta E. Tilton.
Sporting Editor.....	Laura K. Masson.
Editor Home Department ..	Elizabeth Brymner.

The leading article that on "A Public Library" was contributed by Marie W. Klotz.

The paper was issued on Saturday April 13th, 1895, and was a great success in every respect. The women realized some five hundred dollars (\$500); and this was to be the nucleus from which was to grow private and municipal assistance, until the necessary funds were secured to found a Public Library. Much encouragement was given in many quarters to the belief that the realization of fond hopes would not be very long delayed. But it was not then to be, as subsequent events proved. To secure municipal assistance, the assent of the freeholders was necessary; that is, a by-law had to be submitted to the properly qualified electors. To save the expense of a special vote, the Council deferred the submission of the by-law until the general annual municipal election in January, 1896.

Some weeks before that election, the women again bestirred themselves, and this time for an election campaign. A room—65 Sparks Street—was secured, and daily meetings were held. A circular letter—both in English and French—was prepared and sent to every ratepayer in the city. This meant considerable labor, and 65 Sparks Street was a busy place for some days. The following is a copy of the letter issued :

Free Public Library Committee Rooms.

66 SPARKS STREET.

99166

OTTAWA, January, 2nd, 1896.

TO THE ELECTORS,—

The enthusiastic public meeting held last Monday evening in the City Hall for the discussion of a Free Public Library, augurs well for the adoption of the By-Law to be submitted on January 6th next, in behalf of such a library.

At that meeting all interests and classes were represented, and resolutions in support of a Public Library were unanimously carried.

Therefore Vote For the By-law.

It is desired to state most emphatically and clearly that the annual tax of such a library, together with any branches that may be hereafter established, is limited by statute to fifty cents on every thousand dollars assessment.

All moneys required for any and all purposes whatsoever in connection with the library, must be and will be confined within the limit of fifty cents per thousand dollars assessment. Surely a small tax for the masses for so great a benefit ;

Therefore Vote For the By-law.

With the establishment of a Public Library there should be no long, dreary winter evenings in any family. Not only is it intended that the library shall contain English, French and German books, but the reading room to which the people can resort in the evening, will also be supplied with papers and current literature, in different languages, to meet the wants of the people ;

Therefore Vote For the By-law.

A Public Library is a public educator; it is the university for the masses, on whom not only the welfare and advancement of Ottawa are dependant, but also of our Canada of which they form an integral part ;

Therefore Vote For the By-law.

In order to assist the undertaking, the heirs of the late William Goodhue Perley have generously donated a valuable building for a library—provided the By-law is carried ;

Therefore Vote For the By-law.

This is the first large public gift made to the people of Ottawa. Don't refuse it. Other wealthy citizens have already intimated material assistance. Encourage public benefactions ;

Therefore Vote For the By-law.

Practical sympathy in the movement means above all things to vote for the By-law.

We therefore appeal to you to record your vote in favor of the By-law, and to exert your influence in its behalf.

Yours very truly,

A. SHENICK,
SEC. PUBLIC LIBRARY COMMITTEE.

NOTE.—When voting, place your X on the upper circle of the black ballot paper, opposite the word "For."

Among the most enthusiastic workers were Mrs. Tilton, Mrs. P. Whelan, Mrs. Frank McDougal, Mrs. Dr. Edwards, Mrs. McLeod Stewart, Miss MacLean, Miss Shenick, Miss Harmon, Miss Mary McKay Scott and Miss Bolton. With them were associated Col. Tilton and the writer. It must not be forgotten that Lady Aberdeen took a most active part in furthering the Public Library movement. She not only attended the committee meetings, but gave a special address in French on the subject, at a meeting presided over by Dr. Valade.

The election was held on the 6th January, 1896; and the preceding Monday a meeting was held at the City Hall, Mayor Borthwick presiding, to discuss the library issue. Many were the speakers, and enthusiasm for the project prevailed. Both Lord and Lady Aberdeen spoke at this meeting, the former saying:—"the library is the best possible medium to bring all classes of the community more closely together, and a scheme to promote knowledge and understanding in its truest sense". It serves no purpose now to discuss the causes leading to the defeat of the by-law. There was never again such concerted action by the women in the library movement, although their interest therein by no means ceased.

Although the object was not attained at the ballot box, the matter was not dropped by a few of the more enthusiastic advocates.

The Public Libraries' Act of 1895 afforded an opportunity for taking a very important step, which prior to this Act could not be taken. It was the formation of a Library Board without first obtaining the consent of the freeholders, although the assent of the freeholders was still necessary for levying a library rate.

A gleam of hope for a Public Library flitted across the horizon in the winter of 1897 when a public meeting was called by Mayor Bingham "for the purpose of considering and deciding upon the most appropriate manner of celebrating the Queen's Diamond Jubilee in Ottawa".

The meeting was held, and the usual enthusiasm at such occasions prevailed. The ideas how to commemorate the Jubilee were about as numerous as the speakers. A museum was suggested; so was a temple of art; and a building where the art, musical, orchestral, literary and scientific societies could meet. On the following day—February 10th, 1897—the *Journal* said editorially; "If the people will seriously reflect, they will, the *Journal* is sure, realize that a public library is the noblest memorial in every way which the capital of this country can erect in honour of the woman who made Ottawa the seat of the Canadian Government".

A number of committee meetings were held at Rideau Hall, for again Lord and Lady Aberdeen manifested the heartiest co operation in the Jubilee scheme. Even plans and designs were submitted, but unfortunately the Jubilee commemoration ended in good resolutions alone.

After considerable canvassing the Municipal Council was moved to make appointments under the Act of 1895 to a Library Board. By this Act, the Board consisted of three members appointed by the Council, three by the Public School Board, and two by the Separate School Board, the Mayor being ex-officio a member. The three appointed by the Council were W. Y. Soper, B. Sulte and the writer; those appointed by the Public School Board were A. W. Fleck, E. Seybold, and J. S. Durie; and those by the Separate School Board, R. J. Sims and F. R. E. Campeau.

This first Library Board met for the first time on July 2nd, 1897, when A. W. Fleck was appointed Chairman, and R. J. Sims Secretary. The writer expressed himself in favor of immediately taking active steps toward opening a reading room. He had already prepared a list of papers, magazines and trade journals, both in English and French, and with the five hundred dollars already spoken of and some assistance from the Council it would be possible to open a good reading room, and thereby demonstrate to the people the advantages thereof, and also pave the way for a future successful issue at the ballot-box for a free public library. The following day the *Citizen* said: "It now begins to appear as if Ottawa will soon cease to be the only city in Ontario without the educational facilities of a public library." The *Journal* had in heavy headlines,

**"BEFORE NEXT OCTOBER—THE PUBLIC LIBRARY WILL
BE OPEN BY THAT TIME."**

Fond delusion! The Council was obdurate. Time and again the Library Board appeared before it or before the Finance Committee, but always without success. The Board was always put off with, "Just wait until such and such is put through." There were a few aldermen who opposed the public library point-blank, considering it a useless luxury. The Library Board continued its meetings, kept on gathering data, and familiarized itself with public library affairs in other cities, not only in Canada, but especially in the United States and also in England from personal observations. The Local Council of Women kept up their interest and gave support and encouragement at every opportunity. The active sympathy of the Allied Trades and Labor Council was also enlisted in the movement; in fact, the Public Library was made a platform in their municipal campaign. The Library Board succeeded in having a library

by-law presented to the Council for adoption prior to submitting it to the electors for ratification. But when it came up for a second reading on December 4th, 1899, it was defeated by a vote of 13 to 11.

The *Free Press* said editorially the next day: "The action of the City Council in throwing out the Public Library By-law was a great disappointment, as it was felt that no harm could be done by obtaining a popular vote on the question. Should the electorate by a large majority decide in favor of an additional half-mill on their taxation, the aldermen could make no objection, and the working-men look upon it as unfair for a dying council to anticipate the wish of the people and kill a project that is earnestly sought for by a very reputable portion of the community. The agitation, however, does not die with the action of the Council, and the project will loom up large when the fight is on."

In the early part of the year (1899) the Literary and Scientific Society presented an address, as is their custom, to the new Governor General, Lord Minto. In his reply, among other things, he said: "The literary and reading rooms which your society maintain must be a boon to that part of the community which is desirous of taking up intellectual study, *but I feel bound to say that I hope they are only the forerunners of that public library which an important city such as Ottawa ought to possess.*"

Although the Council always pleaded poverty when approached in behalf of the Public Library, yet many by-laws for other purposes were passed. Between the 3rd May, 1897, and 7th May, 1900, by-laws involving the expenditure of \$1,500,495 were passed.

The year 1900 opened with not a very cheerful outlook for the Library Board. Its existence was annually perpetuated by the three appointing bodies. It was a legally-constituted corporate body under the Act; and that was all. It had absolutely no funds and no power. About this time there loomed on the world's library horizon a figure that was to play a great part in the intellectual development of the masses—Andrew Carnegie. Seeing no prospects in the near future for obtaining a public library for Ottawa, the writer, who continued to be a member of the Library Board from its inception, took courage after months of hesitation in applying to an alien philanthropist, to ask for a donation in that behalf. He was prompted to do this as Mr. Carnegie had expressed his intention of devoting much of his vast fortune to the founding of public libraries.

The undersigned wrote on the 22nd February, 1901, and by a strange coincidence W. D. Morris, then Mayor, wrote on the following day to Mr. Carnegie on the same subject. The Mayor's letter

was due to a suggestion made to him by W. M. Southam, proprietor of the *CITIZEN*; in fact Mr. Southam submitted a draft letter to the Mayor. It may be interesting as a historical record to quote the letters:—

"Ottawa, February 22nd, 1901.

"Mr. Andrew Carnegie.

"Dear Sir,—

"I beg to present to you in a very few words the position of Ottawa—the Capital of the Dominion of Canada—with reference to a free library. Ontario has a Public Libraries' Act. Under it by by-law voted on by the ratepayers, a municipality may establish a free public library. The statutory limit of annual taxation therefor is half a mill on the dollar of the total assessment; in cities over 100,000 inhabitants the rate is one-half the above. Three years ago a Public Library Board was formed under the statute, composed of eight citizens, three being appointed by the Municipal Council, three by the Public School Trustees, and two by the Separate School Trustees. The Mayor is an *ex-officio* member. However, through large expenditures for water-works, sewers, etc., the Council has not seen fit to incur further outlay in the matter of founding so necessary an adjunct to progress and enlightenment as the public library is, and has twice refused to submit a by-law to the people. Our Library Board is a corporate body, but without any funds whatever. The municipal assessment is at present \$25,000,000 and the population 60,000.

"Believing that you might extend your generosity towards the welfare and advancement of the great masses of our city, by assisting in the founding of a public library here, the above facts are laid before you. If we had the library we could undoubtedly support it. Personally, I am very much interested in the library movement, and have visited the libraries at Washington, Boston, Buffalo, Cleveland and your monuments—the people's universities—the libraries at Alleghany and Pittsburg.

"Trusting that you may see fit to cast bread on the waters here, believe me,

"Yours respectfully,

"OTTO KLOTZ."

Mayor Morris' letter was as follows:

"Ottawa, February 23rd, 1901.

"Andrew Carnegie, Esq :

"Dear Sir:--

"I trust you will pardon me the great liberty I take in approaching you on the following matter. Its nature, however, together with your world-wide generosity, encourage me to hope that you will be disposed to consider favorably my suggestion, which is made entirely on my own suggestion.

"Ottawa is called the "Washington of the North," but unlike Washington, D. C., is not controlled by the Federal Authorities, but has municipal government by Mayor and Aldermen in common with all Canadian cities. Within its limits proper it has a population of 58,000, about one-third of which is of French descent. Within a radius of three miles from its centre, however, there is a population of about 80,000, including the city of Hull, principally French Canadians, and its own suburbs, which latter are practically part of our city.

"Being the seat of Government, Ottawa has many fine public buildings, but as Government property is exempt from taxation, the whole burden of maintaining their approaches and providing adequate police and fire protection, together with water supply, falls upon the ratepayers. Much has also been done by the city out of the civic revenue in the way of improving and adorning the city, but with our limited resources, much still remains undone.

"Within the last two years the Government appointed a Commission and granted the sum of \$80,000 per annum for a period of ten years to be expended in works of a permanent character, which will be of great future benefit to the city, but none of this is available or controlled by the municipal authorities.

"There is a very fine parliamentary library, but its use is confined to a special class and there is none available to the general public, especially the mechanics and laboring classes.

"The city of Hamilton, which is about the same size as Ottawa, has an excellent public library, the site, building and equipment of which cost \$80,000. One on about the same scale would be suitable. I enclose their last two annual reports with passages marked.

"I may also state that our Board of Trade and Labor Unions are actively pushing a scheme to establish a technical training school for the use of the whole Dominion, in aid of which the Provin-

cial Government offers a liberal grant, provided a suitable building to cost about \$50,000 be provided. Without assistance there is little probability of our being able to provide such.

"I am emboldened to bring the matter before you, knowing that your generosity has not been confined entirely to American cities, but that your thoughtfulness and love of humanity have been practically displayed in Great Britain as well, and as Canada is her greatest colony, as well as the United States' closest neighbor, I venture to cherish the hope that you might be pleased to assist us in a substantial manner, either in the direction of a free Public Library or a technical school.

"I need hardly add that if you should deem it an advantage I shall be pleased at any time to wait upon you personally.

"I have the honour to be,

"Sir,

"Your obedient servant,

"W. D. MORRIS, Mayor."

The Mayor received a reply on March 11, 1891, as follows:

"Mayor W. D. Morris,

"Ottawa.

"Dear Sir:—

"Yours of the 23rd received. If the City of Ottawa will furnish a site, and agree through councils to tax itself to the extent of not less than \$7,500 a year for maintenance of the Library, I shall be glad to give \$100,000 for a free library building.

"Very truly yours,

"ANDREW CARNEGIE."

At a stroke the library problem in Ottawa seemed now to have been solved by the generous and munificent offer of Mr. Carnegie. The matter now rested with the Council. The first step to be taken was to accept the offer of the \$100,000, and the next, to make provision for maintenance in a minimum sum of \$7,500 annually. The aldermen were by no means unanimous in accepting the gift, but were unanimous that if the offer were accepted the management of the library must be under the control of the Council. At the time, the Public Library Board, created in April 1897, was still in existence, but as a Library By-law had never been passed, it was powerless to do anything. The Board called in question the wisdom of relegating the

management of the library to the Council with its possible annual change of members, pointing out that by the Public Libraries Act, the Board was assured of continuity as only one member for each appointing body retired annually, and was besides eligible for re-appointment. Under such a system men who had made a special study of library matters could be obtained to act on the Board, and a general scheme involving perhaps years for its evolution could be carried out, while under the proposed method, the library committee might be composed of wholly new members every year.

The ultimatum presented was either a library managed by the Council, or no library at all; that is, Mr. Carnegie's offer would not be accepted. As it was of more importance to have a library than by whom it was to be managed, the functions of the Public Library Board as then constituted lapsed into innocuous desuetude.

On the 15th April, 1901, after a spirited discussion, the Council accepted the gift of Mr. Carnegie. There was some astute reasoning offered by opponents to the library. It was argued that Mr. Carnegie's offer with conditions attached "was nothing more or less than a loan on which the city had to pay seven and a half per cent," and that it would be cheaper to borrow the \$100,000 at three per cent !

In order to levy the money for maintenance, as well as for site and the initial instalment of books, it was necessary that either a by-law for that purpose be sanctioned by the qualified electors or the necessary power be obtained by legislation. The Council pursued the latter course, and the enabling Act was passed on 11th March, 1902, just a year after the offer from Mr. Carnegie had been made. The Act provided also \$15,000 for a site, and \$15,000 for the first purchase of books. By that Act the management of the Library is vested, subject to the control of the Council, in the Public Library Committee, composed of the Mayor, eight members of the Council and three ratepayers not members of the Council. Shortly after the passing of the Act, the Council appointed the writer, E. Seybold and R. J. Sims, as citizen representative on the new Library Committee. All three had been members of the old Library Board. Alderman P. D. Ross was elected Chairman of the newly organized Library Committee at its first meeting on March 21st, 1902, Mr. Fred Cook, being Mayor. At that meeting a good deal of general discussion took place, and finally three sub-committees were appointed: one on site, composed of W. R. Stroud, J. Enright, and E. Seybold; one on library plans, composed of the writer, P. H. Chabot and A. E. Sanderson; and one on books, composed of the writer, R. J. Sims and J. A. Ellis.

Alderman Ellis said that at the time the advisability of accepting the Carnegie offer was under discussion, some citizens said that the funds could have been secured in Ottawa if the Council had asked for it. He suggested that those generously-disposed people might now come forward with an offer to supply books. In order that none might feel injured by being overlooked in this matter, the Committee decided to announce that it was open to receive donations towards purchasing books. Not a dollar, however, was received.

The question of site was a very important one, and it was considered in all its bearings both for the present and for the future. The first definite step taken was the decision that the site be confined between the area bounded by Sparks and Maria, Bank and Elgin streets; and the ultimate selection of a site at the corner of Metcalfe and Maria (now Laurier avenue) was approved by Council on Jan. 19th, 1903, and met with general public approval.

The price, \$20,850, agreed upon, necessitated amending the Act in so far as the money available, \$15,000, for site was concerned.

At the Library Committee meeting on Jan. 15th, 1903, new sub-committees were appointed, one to draw up the terms and conditions for competitive plans, the other to submit the general plan, requirements and arrangement of the building. A member of the committee had the conditions and specifications of the New York Public Library, and also a full set of detail plans of the Washington Carnegie Public Library. These were placed at the disposal of the committee, and the Ottawa specifications followed closely those of New York.

On the 2nd February, 1903, Chairman P. D. Ross presented the report of the Library Committee to the Council and it was adopted.

On the following day the City Clerk issued a notice calling for competitive plans for the erection of the proposed Public Library. The architects were given one month to prepare the plans. The Board of five judges was composed of The Mayor (Mr. Fred Cook), the Chairman of the Library Committee, (Mr. P. D. Ross,) Dr. Otto Klotz, Dr. J. Bain, librarian of the Toronto Public Library, and Mr. Edward Maxwell, architect, Montreal. Eleven sets of plans were submitted, and after a careful and systematic examination of them, the plan of Mr. E. L. Horwood was accepted, on the 6th March, 1903.

Before recording the building and completion of the library, we will touch briefly upon an important factor in the library.

Shortly after the organization of the Public Library Board in 1897, when there were no funds for founding a public library, not even a by-law for raising any funds whatever, yet applications began coming in for the position of librarian in the prospective library.

Not one of these applicants, with one notable exception, had the faintest idea of the requirements of a modern, up-to-date public library, nor of the accomplishments of a librarian therefor. To speak of decimal classification, Dewey System, dictionary catalogue, card catalogue, open shelf rooms, to these applicants, was to talk in an unknown tongue. They had not learned that library work was a profession, that there is such a thing as B.L.S., a library degree granted after several years of College study and work to fit oneself for the profession of librarian. A fair education and a love of books seemed to them a quite sufficient qualification for the important position. This belief is apparently shared, too, by part of the community who would and do endorse such applicants.

The initial selection of books for a library is not an easy task, and the difficulty increases in inverse ratio to the funds available. It is relatively more difficult to select the first five thousand best books for a public library than the second five thousand. It is easy to take several publishers' catalogues and write down five thousand volumes. That is not the point. The point is to have the five thousand cover proportionately the various fields of literature, science and art, and so divided as to meet the requirements of the people. An admirable selection for one place would not necessarily meet the wants of another place where industries are widely different from the other. Limited funds for books increase the task of their expenditure to the best advantage.

There is no office in a municipality which is of greater importance than that of Librarian of the Public Library. To him is entrusted a large part of the development of the community, which through his guiding spirit is to be benefited materially and ethically. Homes are to be brightened, life is to be placed upon a higher plane, a wider horizon is to be opened, and good citizenship developed.

The ideal librarian of a public library is a man of broad culture, of wide reading, a man who studies and knows the requirements of the citizens, anticipates their wants, and who is thoroughly familiar with modern library methods, so that the greatest good may be obtained from the books, for a library poorly arranged and classified loses much of its value. He must have executive ability of a high order, and above all must be in love with his work, so that his enthusiasm may permeate his whole staff, which comes more directly in contact with the public. The Librarian must lead, and not be led.

The public library of the present day is an evolution of quite recent date. The needs and requirements and convenience of the public have been most carefully and liberally studied. Many old-time notions and objections have been swept away by practical experience, notably by the example of the open shelf room. Children were at one time thought to be very fit objects to keep out of a library; they were too young, in fact were a nuisance. At the present day we have learned that the child of to-day is the citizen of to-morrow, and that the Children's room is fraught with good not only to those using it but to the commonwealth at large.

Museums in public libraries were at one time repositories for curios and nondescript collections; nowadays they are to the library what illustrations are to books, living representatives of industrial art; and serve a useful educational purpose absent in the older ones. It is marvellous the change that has taken place in the appreciation of the educational value of the public library museum of the present time to that of even a decade or two ago.

The public library is to the public school what the university is to the high school. It is the coping-stone of the public school system, and should therefore be in close touch with all our schools. This can be very satisfactorily carried out—as is done at other places—by co-operation between the Librarian and representatives of the teaching staffs in the various schools.

The possibilities of good flowing from that perennial fountain—the People's University—the public library, cannot be over-estimated. Its mere existence, however well equipped, is in itself not a panacea. It is its use wherein the value lies. Herein the tact and ability of the librarian will form a very important factor. The position of the librarian is one of great responsibility, and thrice fortunate is the public library that has a thoroughly efficient one.

On April 2nd, 1903, on the advice of the architect, the Library Committee decided to ask for bulk tenders, with the exception of the plumbing, heating and stacks for the building—and the building was to be erected by the 15th November next (1903). This decision of the Committee was, however, revoked by the Council and instructions were given to call for tenders "separately"

The tenders were received and opened on May 12, and the following tenders were accepted:—

For masonry, Patrick Kennedy	\$39,000.00
" carpenter work, W. H. McGillivray	9,546.00
" marble and mosaic work, A. K. Mills	6,600.00
" plumbing and heating, Knox Bros	5,647.00
" lathing and plastering, J. McLaughlin	4,950.00
" iron stairs, Thos. Lowson	2,850.00
" steel work, The Dominion Supply Co	4,576.00
" metal work and roofing, McFarlane & Douglas ..	2,277.00
" electrical wiring and attachments, Ahearn & Soper ..	901.30
" painting and glazing, W. J. Carson	2,260.00
	<hr/>
	\$78,593.30

At the meeting on 28th May the tender of the Library Bureau, \$5227, for book stacks, was accepted.

In the interval, since the preceding meeting of the committee when the other tenders were accepted, the Council had amended the tender for carpenter work by an increase of \$2065, consequent upon the statement by Mr. McGillivray that he had made an error of that amount in his estimate. This increased amount was however still \$1700 less than the next lowest tender.

The action of the Council caused Mr. P. D. Ross to resign his position as Chairman of the Committee. At the following meeting W. R. Stroud succeeded in the office of Chairman. Building operations were begun, but the progress was not as rapid as anticipated. For the following year, 1904, and also for 1905, Ald. N. Champagne occupied the chair. Delays of various kinds occurred in the progress of the work. At the meeting of February 2nd, 1905, the Committee took action in a matter of profound import to the success and usefulness of the Library as a factor for good to the community, the appointment of librarian.

There were eight applicants, three of whom were women. Mr. Lawrence Burpee, whose literary work had already received recognition outside Canada, was elected by the Committee to the responsible position, and soon after entered upon his duties, the first of which was to prepare a list of the first instalment of books. It may be mentioned that the A. L. A. catalogue, published by the United States Government, formed an admirable basis to work upon. Later the appointment of Mr. Burpee was confirmed by the Council.

The year 1905 closes with the Library Building very nearly finished.

We look hopefully to the humanizing, elevating influence that our Public Library will bring to the people of Ottawa.

OTTO KLOTZ.

No. 56.]

BILL.

[1902.]

*An Act respecting the establishment of The Carnegie
Library in the City of Ottawa.*

WHEREAS the Corporation of the City of Ottawa has by its petition, represented that Andrew Carnegie of the City of New York has offered the said corporation the sum of \$100,000 for the erection of a free public library in the City of Ottawa, upon the condition that the said corporation will agree to expend annually a sum of not less than \$7,500 for the maintenance of the same; that the said corporation has agreed to the said terms and accepted the said offer and passed, subject to ratification by this legislature, by-law No. 2,151 providing therefor, and for the erection and maintenance of a free public library in the City of Ottawa, and has prayed for the ratification of the said by-law and for authority to accept the said offer and erect and maintain a free public library in the said city as set forth in the said by-law; and whereas it is expedient to grant the prayer of the said petition:

Therefore His Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:—

1. Subject to the provisions hereinafter contained, By-law No. 2,151 of the Corporation of the City of Ottawa intitled "A by-law to establish a free public library in the City of Ottawa and to accept the offer of Andrew Carnegie, Esquire, of the sum of \$100,000, to be expended for the erection of the same," which by-law is set out in Schedule A to this Act, is ratified and confirmed and declared to be legal, valid and binding upon the said corporation and the ratepayers thereof.

2. The Corporation of the City of Ottawa is authorized and empowered to accept the offer of the said Andrew Carnegie mentioned in the said by law for the erection of a free public library in the City of Ottawa, upon the condition mentioned therein, and to enter into such agreement (not inconsistent with the terms of this Act and of the said by-law) with the said Andrew Carnegie for the fulfilment of the condition upon which the said offer has been made as shall be approved of by the said Andrew Carnegie and the council of the said corporation.

3. The council of the said corporation may acquire by purchase or otherwise such land as they may deem necessary, and may erect thereon such buildings as they may deem suitable and necessary, and

establish and maintain and regulate a free public library in the City of Ottawa in the manner set forth in the said by-law.

4. The said Corporation may issue the debentures mentioned in the said by law for the purposes mentioned therein, and it shall not be necessary to obtain the assent of the ratepayers to the passing of any by-law for the issue of such debentures or any of them.

5. The said municipal council shall in each and every year after the payment over of the said sum of \$100,000 by the said Andrew Carnegie, appropriate and raise by annual special rate a sum sufficient to provide a sinking fund for the retirement of any debentures issued under the said by-law and to pay the interest thereon as it falls due, and in addition thereto a sum not less than \$7,500, and shall apply the said annual sum of \$7,500 to the maintenance of the said free public library.

6. The Corporation of the City of Ottawa may receive from any government or from any persons or bodies corporate, municipal or politic, who may have power to grant the same, any gift or grant of land or buildings or of money, books, pictures, works of art, new papers, magazines or periodicals, or any other personal property which may be necessary or useful for the purposes of the said free public library or any reading room or museum or art school or classes established under the said by-law.

SCHEDULE A.

BY-LAW NO. 2151.

Being a by-law to establish a free public library in the City of Ottawa and to accept the offer of Andrew Carnegie, Esquire, of the sum of \$100,000 to be expended for the erection of the same.

Whereas Andrew Carnegie, Esquire, of the City of New York, has offered the corporation of the City of Ottawa the sum of \$100,000 for the erection of a free public library in the City of Ottawa, upon condition that the said corporation will agree to expend annually a sum of not less than \$7,500 for the maintenance of the same;

And whereas it is expedient to accept the said offer and to establish a free public library in the said City of Ottawa;

Therefore the municipal council of the corporation of the City of Ottawa enacts as follows:—

1. There shall be established in the City of Ottawa a free public library which shall be known as "The Carnegie Library."

2. The offer of the said Andrew Carnegie of the sum of \$100,000 for the erection of the said library is hereby accepted.

3. There shall be expended annually by the said corporation for the maintenance of the said library the sum of not less than \$7,500, which shall for the first five years be provided out of the general revenues of the said corporation and thereafter as the said council shall by by-law determine.

4. His Worship the Mayor of the said City of Ottawa shall execute such agreement with the said Andrew Carnegie for the acceptance of the said offer and the maintenance of the said library as may be approved of by the said Andrew Carnegie and the said Council, and the clerk of the said city shall attach thereto the corporate seal.

5. The said corporation shall acquire and hold such land in the said City of Ottawa as may be necessary for a site for the said library, and the selection of the said site and the quantity of land to be acquired for such purpose shall be determined by vote of said council.

6. The said council may open in connection with the said library a free reading room or museum or both and evening classes for artisans, mechanics and workmen in such subjects as may promote a knowledge of the mechanical and manufacturing arts.

7. The said library, reading room and museum shall be open to the public free of charge.

8. The said council shall at its first meeting in each and every year, or so soon thereafter as possible by resolution appoint for the then current year a committee composed of the mayor, eight other members of the council and three ratepayers not members of the council who shall hold office for one year or until their successors are appointed, which committee shall be called "The Public Library Committee," and shall, subject to the control, and according to the directions of the said council have the general management, regulation and control of the said library, reading room and museum and all branches thereof, and the said evening classes. In the event of any vacancy occurring in the said committee in any year the same shall be immediately filled by the said council, but so that the committee shall continue to be composed of the mayor for the time being of the said City of Ottawa, eight other members of the said council and three ratepayers not members of the council.

9. Such vacancy may occur by reason of any member of the said committee dying or resigning therefrom or being convicted of any offence against the criminal laws of the Dominion of Canada or becoming insane or absenting himself from the meetings of such committee for three consecutive months without being authorized by resolution entered upon the minutes or ceasing to be a resident within the municipality of the City of Ottawa, or by reason of any member of the said committee appointed from among the members of the said council ceasing from any cause to be a member of the said council.

10. The said committee shall purchase books, magazines, maps and specimens illustrative of the arts and sciences for the library, reading room and museum, and do all things necessary for keeping the same and the buildings and furnishings in a proper state of preservation and repair, and provide the necessary fuel, lighting and other similar matters; and recommend to the council the dismissal or appointment of the officers and servants required.

11. The county judge of the County of Carleton upon the request of the library committee may appoint the janitor to be while holding such office, a special constable, and such special constable shall have the special duty of preserving the peace in the rooms of the library, and in the building in which the library is situated, and of preventing stealing, injuring or destroying the property of the library, or any breach of the peace therein, and of apprehending offenders, and

he shall have generally all the powers and privileges, and be liable to all the duties and responsibilities which pertain to the office of a constable.

12. Any person who wilfully disquiets or interrupts the public library established under the authority of this by-law, by rude or indecent behaviour or by making a noise either within the library, or so near thereto as to disturb the persons using the same, shall, for such offence on conviction thereof before a police magistrate or justice of the peace, forfeit and pay for library purposes to the corporation of the City of Ottawa a sum not exceeding \$20.00, together with the costs of conviction, as the said police magistrate or justice of the peace may think fit.

13. The said committee may make regulations for the use of the said library, reading room and museum and evening classes, and for the admission of the public thereto; and for regulating all matters and things whatsoever connected with the management of the said library, reading room, museum and evening classes, and for the management of all property of every kind under their control for the purposes of this by-law; and the said committee may impose penalties for breaches of the said regulations not exceeding \$10.00 for any offence.

14. No such regulations, however, shall have any force or effect until confirmed by by-law of the said council, nor shall any such regulation having once been so confirmed by by-law be repealed, altered, varied or re-enacted except by by-law of the said council.

15. Nothing contained herein or in any regulations or in any by-law confirming the same shall preclude the recovery of the value of articles or things damaged or the amount of damage sustained from persons liable for the same.

16. The said committee shall submit to the said council before the first meeting of same in February in each year a detailed estimate of the several sums required to pay during the ensuing financial year:

(1) The interest of any money borrowed as hereinafter mentioned.

(2) The amount of the sinking fund.

(3) The expense in detail of maintaining and managing the said library, reading room, museum and evening classes but not exceeding \$7,500 for any one year exclusive of interest.

17. The said committee shall keep distinct and regular account of their receipts, payments, assets and liabilities, and the accounts shall be audited and dealt with in like manner as other accounts of the said municipality.

18. For the purpose of providing for the expenses necessary for carrying this by-law into effect the said council, in addition to all other rates and assessments levied and assessed for the purposes of the said municipality, shall levy and assess from year to year a special annual rate sufficient to furnish the amount estimated by the said committee to be required as aforesaid upon the assessed value of all the rateable real and personal property, such rate to be called "The Public Library Rate." Provided, however, that such rate shall not increase the aggregate annual rates to be levied in the said city beyond one and one-half cents on the dollar.

19. The said council may also, subject as hereinafter provided, raise by a special issue of debentures of the said municipality payable in thirty years to be termed "Public Library Debentures" such sums, not exceeding in the whole \$15,000 as may be required for purchasing a site for the said library and for furnishing the same, and such sums not exceeding in the whole \$13,000 as may be required for obtaining in the first instance books and other things therefor, without submitting to the electors or obtaining the assent of the electors to a by-law or by-laws authorizing the issue of the said debentures.

20. During the currency of the debentures so issued the council shall withhold and retain as a first charge on the said annual rate, such amount as shall be required to meet the annual interest of the debentures, and a sinking fund for the retirement thereof as the same becomes due, such sinking fund to be invested and dealt with as in the case of other municipal debentures.

21. All monies levied and raised as aforesaid shall be received by the treasurer of the said municipality in the same way as other municipal funds and be paid out by him on the orders of the said council; save as to the amount required to meet the interest and provide a sinking fund for debentures issued as aforesaid.

22. This by-law shall take effect and come into operation from and after the date of the assent of His Honor the Lieutenant-Governor of the Province of Ontario to an Act of the Legislature of the said province ratifying and confirming the same but until such ratification and confirmation the same shall not be operative or effective.

Given under the corporate seal of the City of Ottawa this 3rd day of December, A. D. 1901.

Certified,

(Sgd.) JOHN HENDERSON,

Clerk,

(Sgd.) JAS. DAVIDSON,

Mayor.

APPENDIX C.
LIBRARY COMMITTEES.

1902-1905.

Library Committee, 1902

Alderman P. D. Ross, Chairman.

His Worship the Mayor.

Alderman J. C. Enright.

" J. E. Ellis.

" W. R. Stroud.

" P. H. Chabot.

" N. Champagne.

" A. H. Shouldis.

" A. E. Sanderson.

Otto J. Klotz, Esq.

E. Seybold, Esq.

R. J. Sims, Esq.

Library Committee, 1903.

Alderman P. D. Ross, Chairman.

His Worship the Mayor.

Alderman J. C. Enright.

" Charles Hopewell.

" W. R. Stroud.

" A. Desjardins.

" N. Champagne.

" J. E. Ellis.

" Kidd

O. J. Klotz, Esq.

E. Seybold, Esq.

R. J. Sims, Esq.

Library Committee, 1904.

Alderman N. Champagne, Chairman

His Worship the Mayor.

Alderman S. Rosenthal.

" Foster.

" D. Storey.

" A. Desjardins.

" A. E. Culbert.

" Campbell.

" W. R. Stroud.

Fred Cook, Esq.

J. C. Enright, Esq.

R. J. Sims, Esq.

Library Committee, 1905.

Alderman N. Champagne, Chairman.

His Worship the Mayor.

Alderman J. C. Enright

“ Wm. Farmer.

“ W. G. Black.

“ D. Storey.

“ E. J. Laverdure.

“ A. Desjardins.

“ B. Slinn.

Fred Cook, Esq.

R. J. Sims, Esq

W. R. Stroud, Esq.

APPENDIX D.

FINANCIAL STATEMENT UP TO 31ST DECEMBER, 1905.

The following statement covers the receipts and expenditures, on Library account, up to the close of the year 1905. The accounts are dealt with under four heads: Building Fund, Site and Furniture, Books, Income. Site and Furniture are grouped together, because they were both provided for under the same debentures. The Building Fund is covered by Mr. Carnegie's gift. Site and Furniture and Books are provided for by debentures. The Income Account is chargeable to ordinary civic revenue, an appropriation being made therefor at the beginning of the year.

Building Fund.

Mr. Carnegie's gift for the Library building amounts to \$100,000.00. Of this, \$85,000 00 had been received up to the end of the year 1905.

The expenditure, up to the same date, totals \$70,453.03, made up as follows:—

Prizes for plans.....	\$ 765 00	\$
Judging plans.....	175 00	
Architect's fee (on account).....	3500 00	
		4050 00
Dominion Supply Co., (Ironwork).....	3661 00	
P. Kennedy (Masonry).....	31044 00	
W. H. MacGillivray (Carpentry).....	8700 00	
Knox Bros., (Heating).....	4 00 00	
J. McLaughlin (Plastering).....	3850 00	
McFarlane & Douglas (Roofing).....	1805 00	
A. K. Mills & Son (Marble).....	5150 00	
T. Lawson & Son (Stairways).....	1000 00	
W. J. Carson (Painting).....	1500 00	
Ahearn & Soper (Electric work).....	1425 00	
Empire Electric Co. (Lamps).....	860 00	
		63295 31
Clerk of Works.....	987 00	
Caretaker.....	683 34	
Coal.....	603 91	
Advertising.....	120 64	
Water Works connections.....	64 44	
Exchange on cheques.....	45 28	
Miscellaneous hardware.....	3 55	
		2507 72
		\$ 70453 03

Site and Furniture.

The amount originally raised by debentures for the above purposes was \$15,000.00. As it was found impossible, however, to secure this amount, additional debentures were issued for \$10,000.00, making \$25,000.00 in all.

Of this amount, \$21,000.00 were paid for the site, purchased from the Clemow estate; leaving \$4000.00 for Furniture. Furniture has been ordered for the Library to the value of something over \$3000.00; but as none of it had been delivered or paid for up to the end of 1905, no details can be given.

Book Fund.

The amount raised by debentures, to be expended on the first lot of books for the Public Library, was \$15,000.00. Of this, \$11,500.00 was set apart for English books; and \$3,500 for French books. The expenditure on English books, up to the end of 1905, was \$6577.07, but to this should be added \$1348.03 held back from the accounts of the Library Supply Company pending checking of books with invoices. This makes the total expenditure, up to the date mentioned, \$7925 10, leaving a balance of \$3574.90. The appropriation for French books, \$3500 00, has not yet been expended. Total balance, \$7074.90.

Income Account.

The amount appropriated in 1905 for Income Account was \$4000 00. The minimum amount which the City is required to provide for Income is \$7,500.00, but as it was not anticipated that the Library would be ready for occupation very early in 1905, \$4000.00 was considered sufficient for that year.

Of this amount the following has been expended:—

Librarian's salary (9 months)	\$ 900 00
Cataloguer's salary (2 months)	100 00
Disbursements of Librarian	72 60
Advertising	4 20
Stationery, etc.	79 64
Typewriter	130 00
Typewriting and typewriting supplies	50 20
Accession Book	13 00
City Solicitor's expenses to Toronto	25 00

\$1381 64

RECAPITULATION.

	Receipts.	Expenditure.	Balance.
Building Fund	\$85,000 00	\$70,453 03	\$14,521 28
Site and Furniture	25,000 00	21,000 00	4,000 00
Books	15,000 00	7,925 10	7,074 90
Income	4,000 00	1,381 64	

APPENDIX E.

LIST OF THOSE WHO HAVE PRESENTED BOOKS,
PAMPHLETS, MAPS, ETC., TO THE PUBLIC
LIBRARY, UP TO 31ST DEC., 1905.

Aberdeen Association, Ottawa.
 Agriculture Department, Washington.
 Alvord, Clarence W., Urbana, Ill.
 Armstrong, Miss, Ottawa.
 Baillargé, G. F., Quebec.
 Boston Public Library.
 Britnell, John, Toronto.
 Burpee, L. J., Ottawa.
 Carnegie Institution, Washington.
 Carnegie Library, Pittsburg.
 Carnegie Institute, Pittsburg.
 Census Office, Ottawa.
 Census Office, Washington.
 Chicago Public Library.
 Chicago University Library.
 Columbia University.
 Columbia University Library.
 Colorado Department of Public Instruction.
 Commerce and Labor Department, Washington.
 Dominion Archivist, Ottawa.
 Dougherty, Arthur C., Ottawa.
 Featherston, J. P., Ottawa.
 Geographer, Interior Department, Ottawa.
 Geological Survey, Ottawa.
 Geological Survey, Washington.
 Harvard University.
 Iles, George, New York.
 Illinois State, Adjutant General.
 Illinois University.
 Interior Department, Ottawa.
 Interior Department, Washington.
 International Buddhist Society.
 Japanese Government.
 Josephson, Aksel, G. S., Chicago.
 John Crerar Library, Chicago.
 Klotz, Dr. Otto, Ottawa.
 Leeward Isles, Colonial Secretary.
 Library Bureau of Canada, Ottawa.
 Labour Department, Ottawa.

Library of Congress, Washington.
 Library of Parliament, Ottawa.
 London (Eng.) Municipal Council
 London (Ont.) Public Library.
 Massachusetts, Adjutant General.
 Massachusetts Library Commission.
 McGill University
 Melbourne University.
 Meyer, Dr. A. B., Dresden, Germany.
 Michigan Pioneer and Historical Society.
 Militia Department, Ottawa.
 Missouri University.
 Mitchell Library, Glasgow.
 Newberry Library, Chicago.
 New York Public Library.
 New York State Library.
 Nossé, Hon. T., Ottawa
 Ontario Provincial Government.
 Ottawa, City Clerk.
 Ottawa, City Auditor.
 Ottawa, City Engineer
 Ottawa, City Treasurer
 Ottawa Horticultural Society.
 Pennsylvania University.
 Pennsylvania, Adjutant General.
 Philippine Island, Ethnological Survey.
 Post Office Department, Ottawa
 Post Office Department, Washington
 Prince Edward Island Rifle Association.
 Shannon, R. C.
 Stationery Office, London
 Statistician, Department of Agriculture, Ottawa.
 Superintendent of Immigration, Ottawa.
 Thorburn, Dr. John, Ottawa.
 Toronto Public Library.
 Under Secretary of State, Ottawa.
 Victoria Public Library, Melbourne, Australia.
 War Department, Washington
 Wilson & Company, Minneapolis.
 Wisconsin Historical Society
 Wisconsin State Library Commission.
 Yale University

CURRENT PERIODICALS DONATED TO THE LIBRARY

- A. L. A. Booklist. Boston. (M)
 Bookman. London. (M)
 Bulletin of Bibliography. Boston. (Q)
 Bulletin of the Brooklyn Public Library. (M)
 Bulletin of the Cincinnati Public Library. (M)
 Bulletin of the Carnegie Library of Pittsburgh. (M)
 Bulletin of the Pratt Institute Free Library. (M)
 Bulletin of the Boston Public Library. (M)
 Bulletin of the New York Public Library. (M)
 Bulletin of the San Francisco Public Library. (M)
 Bulletin of the Salem Public Library. (M)
 Bulletin of the Public Library of Brookline, Mass. (M)
 Bulletin of the Milton Public Library. (M)
 Bulletin of the Osterhout Free Library, Wilkesbarre. (M)
 Bulletin of the Hartford Public Library. (M)
 Bulletin of the Nottingham (Eng.) Free Public Libraries. (M)
 Bulletin of the Manchester (Eng.) Free Libraries. (M)
 Bulletin of the New York Agricultural Experiment Station. (M)
 Canadian Music and Trades Journal. Toronto. (M)
 Dial. Chicago. (F)
 Dipper. Ottawa. (W)
 Dominion Philatelist. Toronto. (M)
 Educational Monthly. Toronto. (M)
 Express. North Vancouver, B.C. (W)
 Forum. New York. (Q)
 General Orders. Adjutant General, Connecticut.
 Herald of the Cross. Paignton, Eng. (M)
 Herald and Railway Men's Journal. Revelstoke, B.C. (W)
 Herald of the Golden Age. Paignton, Eng. (M)
 Journal of the Royal United Service Institution. London. (M)
 Journal of the United States Infantry Association. Wash-
 ington. (Q)
 Journal of the Franklin Institute. Philadelphia. (M)
 Journal of the Royal Geographical Society. (M)
 Journal of the Bootle (Eng.) Free Library, Museum and Tech-
 nical School. (M)
 Light. Asheville, N.C. (M)
 Labor Gazette. Ottawa. (M)
 Quarterly Record of the Manchester (Eng.) Public Free
 Libraries
 Quarterly Bulletin of the Providence Public Library.

Science. Rochester, N.Y. (M)
Scientific American. (W)
Scientific American Supplement. (W)
Sheaf. New York. (M)
Sons of England Record. Toronto. (M)
Standard Montreal. (W)
Tribune. Toronto Junction. (W)

APPENDIX F.

EXAMINATION.

Wednesday, September 13th, 1905. 2 p.m. to 5.30 p.m.

Write your examination number () at the top of each sheet. Answer the questions in their order. Do not copy the questions, but number the answers to correspond with the questions. Pay particular attention to handwriting, capitalization and punctuation.

Answer any ten of the following questions. Each complete answer will receive ten marks.

- I. Give an example of each of the following :—
 1. An English encyclopædia. 2. A French encyclopædia.
 3. A French dictionary. 4. A German dictionary. 5. A Classical Dictionary. 6. A gazetteer. 7. A statistical annual. 8. A biographical dictionary. 9. A dictionary of quotations. 10. A dictionary of dates.
- II. Name the authors of the following :—
 1. Canterbury Tales. 2. Past and Present. 3. Nature and Human Nature. 4. The Old Régime in Canada.
 5. Gil Blas. 6. L'Homme qui rit. 7. Les anciens Canadiens. 8. Le Père Goriot. 9. Blithedale Romance. 10. Stones of Venice.
- III. Name one work of each of the following authors :—
 1. Thackeray. 2. Rudyard Kipling. 3. Jane Austen.
 4. Molière. 5. Bernardin de Saint-Pierre. 6. Alexandre Dumas, the elder. 7. Charles Darwin. 8. Robert Louis Stevenson. 9. William Dean Howells. 10. Erckmann-Chatriain.
- IV. Give authors and titles of works in which the following characters occur :—
 1. Little Nell. 2. Gavin Dishart. 3. Marche-à-Terre.
 4. Jean Valjean. 5. Jeanie Deans.
- V. Mention five Canadian authors, and one each of their books.
- VI. Give the real names of the authors who have written under the following pseudonyms :—
 1. Mark Twain. 2. Lewis Carroll. 3. Pierre Loti. 4. George Eliot. 5. Ralph Connor.

- VII. Name author and title of five good books for boys, and five good books for girls ; English or French.
- VIII. Give the names of :—
1. Four English reviews. 2. Four American monthly magazines. 3. Two French magazines.
- IX. Name five European cities, and mention a point of interest that makes each famous.
- X. Name five great scientists, and mention the discovery for which each is chiefly remembered.
- XI. Give the names of five explorers connected with the history of Canada, and the most notable achievement of each.
- XII. Give the official positions at present occupied by the following :—
1. Arthur James Balfour. 2. Theodore Roosevelt. 3. Lord Strathcona. 4. Jacob G. Schurman. 5. Porfirio Diaz. 6. François Emile Loubet. 7. Count Lamsdorff. 8. Lord Kitchener. 9. Baron Komura. 10. Sir Richard Cartwright.
- XIII. What events or circumstances are associated with the following places :—
1. Runnymede. 2. Austerlitz. 3. Paardeberg. 4. Stratford-on-Avon. 5. Châteauguay. 6. Ghent. 7. Fort Sumter. 8. Cutknife Hill. 9. Patmos. 10. Trafalgar.
- XIV. State your conception of the functions of a public library. How may its usefulness be best promoted?